



**Court Reporters Board of California**  
 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833  
 Telephone: (916) 263-3660  
 Fax: (916) 263-3664



## CONSUMER COMPLAINT FORM

Thank you for contacting us regarding your complaint. Before you file this complaint with the Board, we suggest that you attempt to settle the matter with the Court Reporter. We recommend that you do this in writing. An ordinary letter is usually sufficient, or you can use this form. If you are not satisfied with the response, mail a copy of your complaint and the Reporter's written response to the Board or you may use the Board's on-line complaint form over the Internet. The Board will review your complaint and the Reporter's written response, and attempt to mediate your complaint.

The Board asks that you use this CONSUMER COMPLAINT FORM to file your complaint. In that way, the Board will have most of the information it needs to process your complaint. Please describe any contacts regarding the dispute and, include any documents that will substantiate your side of the dispute (e.g., records, etc.). If your complaint alleges inaccuracies in a transcript, please provide copies of the cover page, the certificate page, and, on a separate piece of paper, type the page and line numbers of each item in dispute, then type the words as you believe they SHOULD appear in the transcript. The Board does not address punctuation, as it is too subjective. It is not mandatory that you use this form in order to file a complaint with the Board.

### 1. REPORTER

Name		CSR License Number	
Address	City	State	Zip
Phone			

### 2. COMPLAINANT

First Name	Middle Initial	Last Name	
Address	City	State	Zip
Home Phone	Business Phone	Message Phone	

How would you like this complaint resolved? What do you want the Court Reporters Board to do?

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If you have filed a claim in any court regarding this matter, please state the name of the court, and indicate the status of the case.

**Use the following form to state your complaint. Attach additional sheets if necessary and any documentation to support your complaint.**

## YOUR COMPLAINT

Please describe the events, which led to your complaint. Specify pertinent dates, monies paid, balances owed, amounts claimed by third parties, etc. Use additional paper if necessary. Please attach any documents, which will help describe the problem and substantiate your side of the dispute.

[illegible]

**The filing of this complaint does not prohibit you from filing a civil action.**

**I hereby certify that I have read the information contained in the complaint, and that all of the information I have given herein is true, correct, and complete to the best of my knowledge, information, and belief. If called upon, I will assist in the investigation or prosecution of the school or other involved parties and, if necessary, will attend hearings and testify to facts related to this complaint.**

**I hereby authorize the Board to provide a copy of my complaint and any supporting documents to the involved (?) and to any public agency, that has any authority or jurisdiction over the (?) or (?)**

**YOUR SIGNATURE**

DATE \_\_\_\_\_

**Please complete all applicable sections of this form.**